



TOWN OF LOS GATOS

RJ BRYANT SERVICE CENTER  
41 MILES AVENUE  
LOS GATOS, CA 95030

TOWN OF LOS GATOS  
TRANSPORTATION & PARKING COMMISSION REGULAR MEETING  
RJ BRYANT SERVICE CENTER – PARKS & PUBLIC WORKS DEPARTMENT  
41 MILES AVENUE, LOS GATOS  
7:30 AM REGULAR MEETING  
THURSDAY, FEBRUARY 9, 2012

MINUTES

The February 9 Agenda was posted to the Public on February 2, 2012.

**I. MEETING CALLED TO ORDER**

The Transportation and Parking Commission Regular Meeting was called to order at 7:35 a.m. by **Chair Chris Tanimoto**.

**II. ROLL CALL**

**Present:** Chair Chris Tanimoto, Vice-Chair Melanie Hanssen, Commissioner Ed Stahl, Commissioner Erik Wilhelmsen, Commissioner Nick Goddard, Commissioner Leonard Lumby and Commissioner Mike Calise

Commissioner Wilhelmsen entered after Roll Call at 7:40 a.m.  
Commissioner Hanssen entered after Roll Call at 7:45 a.m.

**Staff:** Todd Capurso, Director of Parks and Public Works  
Kevin Rohani, Town Engineer  
David Gravel, Captain  
Steve Walpole, Sergeant

**III. APPROVAL DECEMBER 8, 2011 REGULAR MEETING MINUTES**

**MOTION:** Motion made by Commissioner Lumby to approve the December 8, 2011 Regular Meeting Minutes.

**Seconded by Commissioner Stahl.**

**VOTE:** Motion carried unanimously.

#### IV. COMMUNICATIONS

(Three minute time limit per speaker for subjects not agendized.)

##### A. Verbal

***Chair Tanimoto proposed to move to agenda item VI. Items for Information – A. Brown Act & Presentation and Form 700 Status Update by Town Attorney Judith Propp.***

##### B. Written

None.

#### V. ITEMS FOR DISCUSSION

##### A. Chairperson Report

**Chair Tanimoto** welcomed newly appointed Transportation and Parking Commissioner Michael Calise and thanked Commissioner Erik Wilhelmsen for his service as former Chair to the Transportation and Parking Commission from the last term.

**Chair Tanimoto** reviewed and discussed the following topics with the Transportation and Parking Commission:

- **2012 Transportation and Parking Commission Roster** – contact staff for any corrections.
- **2012 Transportation and Parking Meeting Schedule** – review schedule and new meeting location (41 Miles Avenue); commissioners will be notified should there be a change in location, i.e. Town Council Chambers.
- **Attendance** – if you are unable to attend a Transportation and Parking Commission meeting, please contact the Chair or staff. Notification is important to ensure whether or not there will be a quorum.
- **Meeting Time Frame** – the Transportation and Parking Commission will commence at 7:30 a.m. and will run in accordance with the agenda items.
- **Agenda Items** – if there is an item that you would like agendized, please contact the Chair or staff; at least two commissioners must be in agreement of the item to be agendized.

**B. High School Parking/Youth Commission Coordination**

**Chair Tanimoto** thanked Director Capurso for suggesting that he partake in the verbal communications portion of that meeting as a means of introduction and interest on the issues with high school parking and traffic.

**Chair Tanimoto** reported that he attended the meeting on January 10, 2012 and invited the Youth Commission to participate and collaborate on issues related to the high school parking issues with the Transportation and Parking Commission.

**C. Neighborhood Parking Plan Process**

**Sergeant Walpole** distributed and reviewed the Neighborhood Parking Plan Process and the petition and map of the neighborhood of the homes starting at the southern end of Garden Hill Drive and ending at the intersection of Arroyo Grande Way affected by the parking issues created by the public visiting Vasona Park.

**Sergeant Walpole** said the reason the residents submitted a petition is due to a high concentration of the public parking in front of their homes on the weekends in order to access the creek trail and to avoid paying the \$6 parking fee at Vasona Park. **Sergeant Walpole** stated the residents would like to restrict public parking in their neighborhood from the hours after 6:00 p.m. through 9:00 a.m. and parking between 9:00 a.m. and 6:00 p.m. shall be “permitted parking” limited to the residents and their guests.

**Sergeant Walpole** stated that staff is currently performing car counts three times a day to define whose parking there – neighbors or visitors. **Sergeant Walpole** indicated that the majority of the cars are not parking there until after 5:00 p.m.

**Sergeant Walpole** stated that he will have a more detailed presentation of staff’s findings and will request the recommendation of whether or not to move forward with the Neighborhood Parking Plan Process with the Transportation and Parking Commission at its next regular meeting.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item.

**Commissioner Calise** asked if there is a determination that the residents of the neighborhood are getting a lot of visitors that the remedy is to impose permitting as the solution. **Sergeant Walpole** stated yes.

**Commissioner Calise** asked, as an example, that if it’s a two block radius would there be an assumption that the public will park right outside of the

designated permitted area and walk the extra two blocks. **Commissioner Calise** further asked will residents outside of the designated area be notified.

**Sergeant Walpole** indicated that the overall area will be surveyed regarding the impact and how the neighborhood will be affected.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

***Vice-Chair Tanimoto announced that the Transportation and Parking Commission will resume to the normal order of business for the remaining agenda items beginning with VI. Items for Information – B. Capital Project Update.***

## **VI. ITEMS FOR INFORMATION**

### **A. Brown Act & Presentation and Form 700 Status Update by Town Attorney Judith Propp**

**Town Attorney Judith Propp** thanked the Transportation and Parking Commission on behalf of the Town for all of their volunteer hours they have contributed as commissioners.

**Town Attorney Judith Propp** stated that in support and in return of their service that the Town would like to provide them with the proper resources and tools to be effective commissioners.

**Town Attorney Judith Propp** stated that as commissioners for the Town, serving on a board that makes recommendations, their job is to be open and available to the public and to follow the state confines of the Ralph M. Brown Act.

**Town Attorney Judith Propp** continued to state that the idea of the Brown Act is to be open, transparent and do the public's business in front of the public.

**Town Attorney Judith Propp** discussed the following Brown Act guidelines and boundaries with the Transportation and Parking Commission:

- Brown Act meetings, exceptions to meeting definitions, serial meetings, technological/email/phone conferencing
- Agendas, notices and public participation
- Closed Sessions
- Brown Act violations and legal issues

**Town Attorney Judith Propp** discussed the following requirements for California Form 700 – Fair Political Practices Commission (FPPC) with the Parks Commission:

- Members of boards and commissions not yet covered under a conflict-of-interest code must fill out California Form 700.
- The deadline date to file this form with the Town Clerk is April 1, 2012.

**Town Attorney Judith Propp** stated to contact the Town Clerk or herself for additional questions or refer to the Fair Political Practices Commission.

**Town Attorney Judith Propp** also stated that the Town will be conducting, under state law, AB 1234 Ethics Training for all commissioners. **Town Attorney Judith Propp** stated that this is requirement for commissioners to complete in 2012. Commissioners are required to complete this training every two years.

**Town Attorney Judith Propp** stated that training for AB 1234 training will be offered online or conducted by the Town's legal counsel.

***Vice-Chair Tanimoto announced that the Transportation and Parking Commission will resume to the normal order of business for the remaining agenda items beginning with V. Items for Discussion – A. Chairperson Report.***

**B. Capital Projects Update**

**Town Engineer Rohani** provided an update to the Transportation & Parking Commission on the following transportation projects:

- **New Los Gatos Library**
  - Project is complete.
  - Grand Opening is on Saturday, February 11, 2012 at 10:00 a.m.
- **Los Gatos Creekside Sports Park**
  - Plans and specifications were approved by the Town Council on Monday, February 6, 2012.
  - Bid opening is scheduled for Wednesday, March 7, 2012.
  - Construction to begin in April 2012.
  - Completion scheduled to end in the fall of 2012.

- **Lark Avenue/University Avenue Traffic Signal**

- Installation of traffic system has started.
- Completion scheduled for May 2012.

- **Bicycle and Pedestrian Safety Project on Blossom Hill Road**

- Bicycle and pedestrian safety project is underway; bicycle lanes, sidewalks and a dedicated lighted crosswalk at Blossom Hill Road at Hillbrook Drive.
- Completion scheduled for July 2012.

- **Highway 9/University Avenue Intersection**

- Currently in the design phase; reconfiguration of the intersection with new traffic signal with dedicated left turns
- Waiting for power pole relocation from PG&E; project will proceed after the relocation of power poles planned in the summer of 2012.

- **University Avenue Project**

- Project is past the area of Oak Meadow Park northward toward Lark Avenue and the Los Gatos Creekside Sports Park.
- Project includes resurfacing of the road, drainage improvements and sidewalk construction.
- Project will go out to bid in May 2012.

**Town Engineer Rohani** also provided an update to the Transportation & Parking Commission on the following private development projects:

- **Private Development Projects**

- Land from the former car dealerships are being redeveloped for a combination of retail and housing.
- Staff is working on new subdivisions and housing developments throughout the Town.

**Director Capurso** also added the reconstruction of Royce Avenue (between University Avenue and North Santa Cruz Avenue); a short time line project to begin February 15, 2012.

**Director Capurso** also stated that staff will be working on the 2012/13 budget and will bring a draft list of Capital Projects at the next Transportation & Parking Commission meeting in April 2012.

**Commissioner Goddard** asked with the upcoming proposed budget will it negate the need for the pedestrian bridge for access to the Los Gatos Creekside Sports Park. **Director Capurso** stated that if the Town pursues this, staff will work in conjunction with the Santa Clara County Parks Department and the Santa Clara Valley Water District to construct a bridge that is more suited and has more value for all three agencies as opposed to the original approach that the bridge would be suited to the Los Gatos Creekside Sports Park.

**Director Capurso** stated that by making it more of a transportation element where it serves a broader user group it may have a better chance.

**Commissioner Hanssen** wanted to state that she hopes that the Town continues to pursue the building of the bridge. **Director Capurso** stated that it will be pursued.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

C. **UCSC Van Pool Update**

**Director Capurso** stated that the two vanpool sites were relocated to 1) the VTA lot at the light rail station in Campbell and 2) 41 Miles Avenue in Los Gatos. The two locations were deemed as the most appropriate.

**Director Capurso** stated that those parking at the 41 Miles Avenue are sensitive not to park in the main parking lot at Balzer Field and are utilizing the "T" stalls on the street.

**Director Capurso** stated that staff is now working on a Letter of Understanding with UCSC regarding the new location and van pool program.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

D. **Holiday Parking Update**

**Sergeant Walpole** reported that parking went well with no issues this holiday season. **Commissioner Wilhelmsen** also agreed that parking in Town was very successful this past holiday season.

**Chair Tanimoto** stated that he appreciated the extended hours and hopes that this service will be better advertised this year.

**Commissioner Lumby** expressed that from a personal perspective during the Holiday Parade that the Police Department and the Parks and Public Works did a great job due to the increase in participants and visitors.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

E. **Bicycle Advisory Committee (BAC) Composition**

**Director Capurso** provided the history and composition of the Bicycle Advisory Committee to the Transportation and Parking Commission.

**Director Capurso** stated that the Bicycle Advisory Committee is comprised of three commissioners from the Parks Commission, Transportation and Parking Commission and Youth Commission as defined by the Town Council resolution in May 2005. **Town Engineer Rohani** stated the reason the Bicycle Advisory Committee was formed was mainly for the application of grants related to bicycle and pedestrians improvements.

**Director Capurso** stated that there was an inquiry from Vice-Chair Hanssen if the composition could be changed or expanded.

**Director Capurso** stated that before staff could take a recommendation forward that input would need to be provided from all affected commissions before changing the BAC's composition.

**Multiple Transportation and Parking Commissioners and staff** discussed the following regarding the composition of the Bicycle Advisory Committee:

- **Vice-Chair Hanssen**, who is also Chair to the Bicycle Advisory Committee, would like to see the Bicycle Advisory Committee increase its current composition of three committee members to five due to the current problems in achieving a quorum and for it to remain as a sub-committee. **Vice-Chair Hanssen** stated that most of the other agencies in the Bay Area have a composition of five committee members. **Vice-Chair Hanssen** further stated that the two additional committee members would be considered "At-Large" positions and would be avid bicyclists in the Town of Los Gatos. **Vice-Chair Hanssen** feels these types of committee members could provide an area of expertise and benefit the community in discussions related to safety in relation to bicycles in the Town.



- **Chair Tanimoto** asked **Vice-Chair Hanssen** if the intent for this change was to increase the scope of the committee or the number of committee members. **Vice-Chair Hanssen** stated the intent would be to expand the scope to more than just grant approval and to address other issues such as transportation and roadway projects.
- **Commissioner Stahl** stated his concerns that this would require additional staff time and resources that the Town currently doesn't have.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item.

- **Commissioner Calise** asked if the intent is to broaden the scope and increase the number of committee members based on models of other agencies researched. **Vice-Chair Hanssen** stated it would simply take the burden off the Transportation and Parking Commission to not have to discuss the bicycle and pedestrian issues. **Vice-Chair Hanssen** also stated that the only differences between the Town of Los Gatos and the other agencies is that they are comprised of five committee members and they are not a sub-committee; they are their own entity.
- **Commissioner Wilhelmsen** asked Vice-Chair Hanssen if her intent was to make the Bicycle Advisory Committee a separate entity. **Vice-Chair Hanssen** reiterated that she is only suggesting to add two additional "At-Large" members to the committee structure and expand its scope and to have it remain as a sub-committee. **Vice-Chair Hanssen** stated if the composition changed it would be comprised of commissioners from the Parks Commission, Transportation and Parking Commission and Youth Commission and the newly added "At-Large" positions.
- **Commissioner Calise** asked how the "At-Large" positions would be appointed. **Vice-Chair Hanssen** stated that they would follow the same process when applying for a commissioner position.
- **Town Engineer Rohani** asked Vice-Chair Hanssen if the "At-Large" positions would be constituents of the committee. **Vice-Chair Hanssen** stated that one of the criteria would be that of demonstrating knowledge and enthusiasm for bicycling.
- **Commissioner Lumby** asked who would determine and select the "At-Large" positions. **Vice-Chair Hanssen** stated that it would be determinant of those on the selection panel; the same panel who selects commissioners for the Town.

**MOTION:** **Motion made by Commissioner Nick Goddard** to review the possibility to increase the composition of the Bicycle Advisory Committee from three committee members to five committee members based on discussion and the agreement from the primary commissions – Parks Commission, Transportation and Parking Commission and Youth Commission. If approved by all commissions, the Transportation and Parking Commission will make a formal recommendation to the Town Council for the change to the composition of the Bicycle Advisory Committee.

**Seconded by Commissioner Mike Calise.**

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item and a vote was taken.

**VOTE:**

<b>Ayes:</b>	<b>5</b>
<b>Nays:</b>	<b>2</b>
<b>Abstain:</b>	<b>0</b>

The **Transportation and Parking Commission** agreed that both Vice-Chair Hanssen and staff would approach the Parks Commission, Transportation and Parking Commission and Youth Commission with their proposal and report back to the Transportation and Parking Commission at the April meeting.

## **VII. COMMISSION MATTERS**

### **A. VTA Update – Bicycle & Pedestrian Advisory Committee (Hanssen)**

**Commissioner Hanssen** reported on the following:

- **Regional Bike Share Program**
  - Pilot program will provide 1,000 bicycles and approximately 100 bike share stations along the Caltrain corridor in San Jose, Mountain View, Palo Alto, Redwood City and San Francisco.
  - Of these, 400 bikes will be available at the Caltrain stations and downtown areas in San Jose, Mountain View and Palo Alto.
- **OneBayArea Grant (OBAG) Proposal**
  - VTA did a presentation on the OneBayArea Grant.
  - Funds for bicycle related projects have been shifted to the local districts

- Grant program is now requiring agencies to be deemed as a priority development area in order to benefit from the funds available.
- Funding process will also require that agencies adopt bicycle/pedestrian plan and complete streets policy in general plans for eligibility by next summer 2013. The VTA is lobbying against this restriction.

**Director Capurso** stated that the Town is aware and opposed to it, as is every city and county. **Director Capurso** stated that staff is sending their comments to MTC Planning Committee, the ABAG Administrative Committee, VTA and other cities separately. **Director Capurso** stated that if that remains to be the ultimate criteria adopted; the Town should be prepared to get very little State and Federal grant funding for transportation here on out. **Director Capurso** stated that the Town won't compete well under the proposed criteria; it will be more geared towards PDAs (San Francisco, Oakland, etc.)

- B. **Bicycle Advisory Committee (BAC) Update** (Hanssen)  
No meeting, no report

## VIII. **DIRECTOR MATTERS**

### A. **Town Council Retreat/Budget Update – January 28, 2012**

**Director Capurso** provided the following update from the Town Council Retreat on January 28, 2012 and the Town budget to the Transportation and Parking Commission:

- Budget Update – The General Fund shortfall for 2012/13 was updated from the original amount of approximately \$4M and downgraded to \$1.4M due predominantly to the redirection of the NetFlix sales tax back to the Town.
- Budget Proposals – Staff is now working on the Operating Budget Proposal for 2012/13 after receiving direction from the Town Council.
- Budget Priorities – The Town defined the budget priorities for the next fiscal year through a tiered system of high to low priority.
- Strategic Goals – There was only one item that was removed from the list of the Town's strategic goals and that was the new library project. The Town Council will not be adding any additional goals for the next two years, but did re-clarify a few of the existing goals related to the North 40 and local road funding.

**Director Capurso** stated that an update of the Town's Strategic Goals, the budget proposals and the 2012/13 proposed capital projects will be provided to the Transportation and Parking Commission at the next meeting scheduled in April.

**Commissioner Wilhelmsen** asked if there was any mention of the construction of a parking structure for the next two years.

**Commissioner Stahl** stated he would like to see the parking garage as a standing item on the agenda so it can be discussed at any time.

**Commissioner Stahl** also indicated the Transportation and Parking Commission needs to be aware that the bonds for the current parking garage will soon be paid off. **Commissioner Stahl** explained that when that happens rent will go down and the Town will lose a source of income for a second parking garage. **Commissioner Stahl** also stated that the Town is not paying for the parking garage; it is the property owners.

**Commissioner Stahl** stated that if the Town doesn't direct money into getting a parking garage built, the Town will eventually lose revenue due to the lack of parking for patrons and there will no longer be a necessity for it.

**Commissioner Hanssen** proposed that the Transportation and Parking Commission operate under a list of five top priorities that can be worked on, completed and discussed at any given time, i.e. the parking garage.

**Chair Tanimoto** asked the Transportation and Parking Commission if there were any objections to adding the parking garage to the agenda as a standing item. There were no objections from the Transportation and Parking Commission.

**Town Engineer Rohani** stated that staff will gather all information related to the parking garage provide an update at the next Transportation and Parking Commission meeting.

**Town Engineer Rohani** also stated that the Community Development Department has hired a consultant to work on the Complete Streets Program. **Town Engineer Rohani** stated that staff will let the Transportation and Parking Commission know about the participation process once the information becomes available.

**Director Capurso** suggested that two commissioners recommend this as an agenda item for the next Transportation and Parking Commission meeting.

**Commissioners Lumby and Hanssen** requested that the Complete Streets Program be added to the agenda for the next Transportation and Parking Commission meeting. There were no objections from the Transportation and Parking commissioners.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

**B. Sustainability Plan Community Workshop – January 30, 2012**

**Director Capurso** stated that he did not attend the Sustainability Plan Community Workshop.

**Chair Tanimoto** reported that he attended the workshop and that the Town Council hired a consultant in regards to the Sustainability Plan. **Chair Tanimoto** stated that it is mandated by the State of California and projected date for getting this approved by the Town Council in September 2012.

**Chair Tanimoto** stated the meeting was held at the Adult Recreation Center with a mediocre attendance and a list of recommendations was drafted.

**Chair Tanimoto** stated that he was surprised that there was an article that came out in the Los Gatos Weekly where the Mayor made a statement related to plastic bags. **Chair Tanimoto** stated the only reason he is mentioning it is because the Mayor stated that there is a Sustainability Committee that is currently reviewing it. **Chair Tanimoto** stated that he was surprised that the Mayor mentioned it considering that he, as a representative for the Transportation and Parking, on the Sustainability Committee was not apprised of this plastic bag issue. **Chair Tanimoto** stated that the Sustainability Committee should be looking at this.

**Director Capurso** stated that the intent was to re-invite everybody that was on the Sustainability Committee to participate in the process, but not make it a formal sub-committee being reformed.

**Chair Tanimoto** stated that this was the first meeting for this plan and should there be a second for the commissioners to plan on attending if they are available, as there was a section specific to transportation which would relate to the Transportation and Parking Commission.

**Chair Tanimoto** asked the Transportation and Parking Commission if there are any further comments or discussion on this item. There were no further comments or discussion on this item.

**IX. ATTENDANCE**

**The current Town Attendance Resolution No. 2003 – 136 states that any Commissioner who is absent from four (4) regular meetings held in a 12 month period, shall surrender his or her office on the Commission.**

Please contact the Commission Chair or the Parks and Public Works Department at (408) 399-5770 if you are unable to attend.

**X. ADJOURNMENT**

**MOTION:**    **Motion made by Commissioner Stahl** that the February 9, 2012 meeting be adjourned at 9:41 a.m. to the next meeting of Thursday, April 12, 2012.

**Seconded by Commissioner Lumby.**

**VOTE:**        **Motion carried unanimously.**

**Next Regular Meeting: Thursday, April 12, 2012, at 7:30 a.m.**

*Minutes approved at the Transportation and Commission Meeting on **Month Date, Year.***

Respectfully Submitted by:

D Romero, Parks and Public Works

Administrative Assistant / Board Clerk